

Terms and Conditions

Customer outlined workshops

When a customer outlines a workshop, Creative Clay for All agrees to design a workshop to meet the requirements detailed by the customer. It is the responsibility of the customer to ensure that they have relayed the details correctly and clearly including the time, date, location, number of participants, type of workshop and any special requirements of the participants. Any changes to these details must be made in writing and received 14 days before that workshop commences

Booking

Workshop bookings are not valid until these steps have been met; I. Acceptance of these terms and conditions. II. The full details of the workshops confirmed including the time, date, number of participants, location and total workshop fee.

During the workshop

It is the customer's responsibility to ensure that the location and venue provided is adequately suitable for the participants and workshop Leader/Community Artist. Health and Safety regulations applicable to the venue are the customer's responsibility. **Creative Clay for All accept no responsibility for any accidents or damages that occur during a workshop at the fault of the furnishings, materials or any other items belonging to or on loan from the venue.

Cancelations

By the customer

Creative Clay for All offers a full refund if a cancelation is received 30 days prior to workshop date, unless; I. Stated in the booking agreement contract. II. The workshop included preparation fee and that preparation has already been conducted. III. Materials have already been purchased. If any of the above are relevant in the customer's cancelation, the allocated expense will be deducted and the remaining will be refunded. If the workshop is cancelled less than 30 days prior to the date of the workshop at the notice of the customer, no refund will be given and the full workshop fee will be payable by the customer to Creative Clay For All. Any outstanding payments will be invoiced and payment will be required within 30 days of issue.

By the supplier

If Creative Clay for All cancel a workshop: In the unlikely event that I need to cancel a workshop you will be offered a full refund or an alternative date or workshop. I will also always try to give you as much notice as humanly possible but I cannot be held responsible for any pre-booked travel and accommodation arrangements you may have made.

Payment

The cost of the workshop will be invoiced prior to the workshop and must be paid to Creative Clay for All within 30 days of the workshop taking place. This is payable to D L Clarke by means of bank transfer or cheque. If any materials are required for the workshop, they will be quoted in the initial invoice and in some circumstances will be required to be paid for prior to the workshop taking place.

Distribution of materials

Creative Clay for All may document any workshop's by taking photos or videos. We will ask students' permission before doing so. All the images taken by Creative Clay for All during courses may be used for marketing purposes.